

**Manually Process a Federal Bill File Overview**

There may be a need to manually process a federal bill for the Federal Highway Administration (FHWA) or determine if a bill, or billing adjustment, contains errors before submitting to FHWA.

This job aid describes the steps needed to manually process the file to:

- Submit a bill to FHWA after the **Billing Worksheet** has been marked as **Approve Later**
- Submit a test run of a **Temporary Bill**
- Submit a test run of a **Billing Adjustment**

**Billing Worksheet:** To create the FHWA Extract file for submission after the billing worksheet has been marked as **Approve Later**, the following jobs must be run in Cardinal:

- **Process Worksheet Approval**
- **Finalize and Print Invoice**
- **Create Federal Highway File**

**Temporary Bill (Test Run):** To create the FHWA Extract file for submission to FHWA to determine if errors exist in the file that should be corrected prior to final submission, the following job should be run in Cardinal: **Create Federal Highway File**.

**Billing Adjustment (Test Run):** To create the FHWA Extract file for submission to FHWA to determine if errors exist on a billing adjustment prior to finalizing the invoice, the following job should be run in Cardinal: **Create Federal Highway File**.

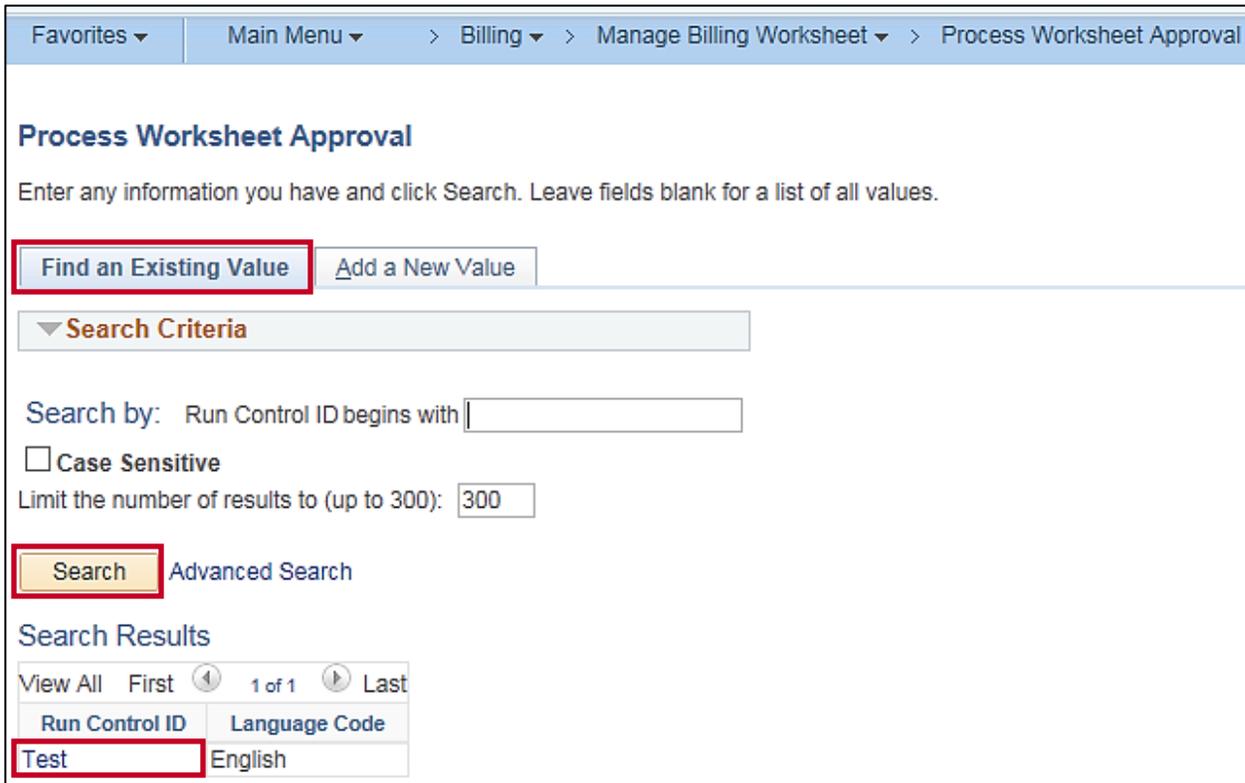
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**Process Worksheet Approval**

1. Access the **Process Worksheet Approval** page using the following path:

**Main Menu > Billing > Manage Billing Worksheet > Process Worksheet Approval**



The screenshot shows the 'Process Worksheet Approval' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Billing > Manage Billing Worksheet > Process Worksheet Approval. Below this, the page title 'Process Worksheet Approval' is displayed. A instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section with a dropdown arrow. Below this, the search criteria is set to 'Run Control ID begins with' followed by an empty text input field. There is a checkbox for 'Case Sensitive' which is unchecked. Below that, a text input field for 'Limit the number of results to (up to 300):' contains the number '300'. There are two buttons: 'Search' (highlighted with a red box) and 'Advanced Search'. Below the search section, the 'Search Results' section shows a table with two columns: 'Run Control ID' and 'Language Code'. The first row contains the values 'Test' and 'English'. The 'Test' cell is highlighted with a red box. Navigation links for 'View All', 'First', '1 of 1', and 'Last' are visible above the table.

2. Click the **Search** button to display any existing run controls. If you do not have a run control, click the **Add a New Value** tab to create one.
3. Click the appropriate **Run Control ID** hyperlink.

Favorites ▾ Main Menu ▾ > Billing ▾ > Manage Billing Worksheet ▾ > Process Worksheet Approval

### Process Worksheet Approval

Run Control ID Test      Report Manager    Process Monitor    **Run**

**Approval Option**

**Group Billing Worksheets**      Select to group billing worksheets to append to existing bills that match bill-by criteria, or to create a new bill if a matching bill does not exist. If an existing bill was specified in the online update, that bill will be used regardless of your selection here.

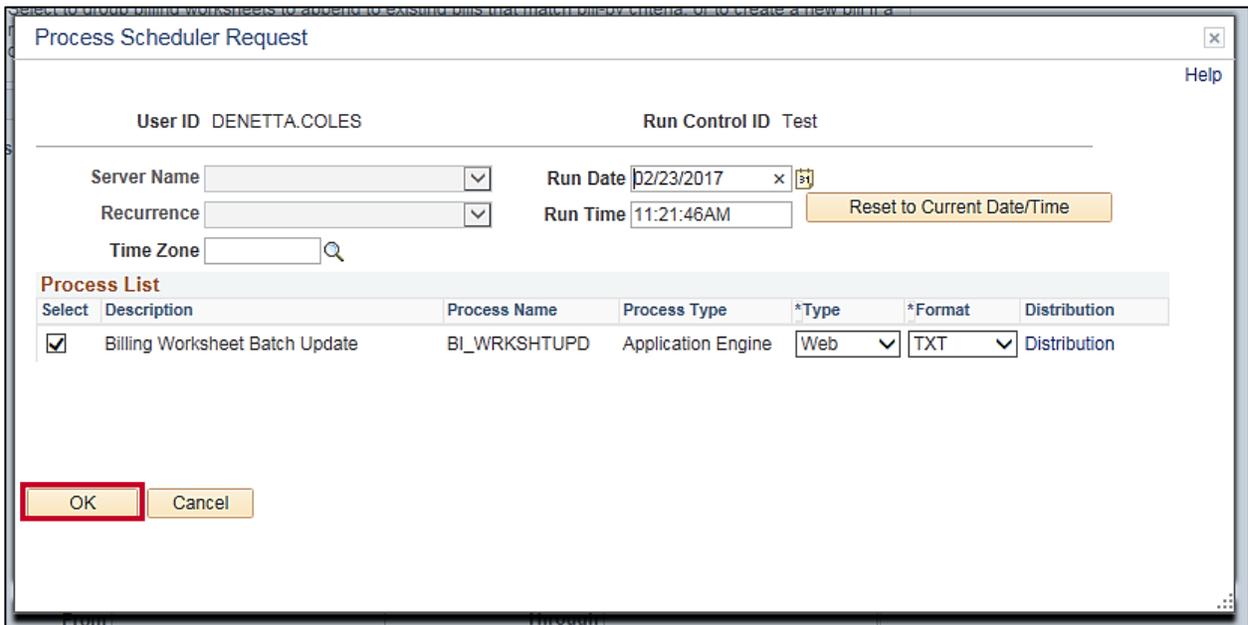
**Worksheet Selection Criteria**

\*Business Unit **50100** 🔍

Bill To Customer	From	[ ] 🔍	Through	[ ] 🔍
Accounting Date	From	[ ] 📅	Through	[ ] 📅
Invoice Date	From	[ ] 📅	Through	[ ] 📅
Billing Type	From	[ ] 🔍	Through	[ ] 🔍
Bill Source	From	[ ] 🔍	Through	[ ] 🔍
Contract Type	From	[ ] 🔍	Through	[ ] 🔍
Contract	From	[ ] 🔍	Through	[ ] 🔍
Project	From	[ ] 🔍	Through	[ ] 🔍
Billing Specialist	From	[ ] 🔍	Through	[ ] 🔍
<b>Billing Worksheet</b>	From	TMP001233 🔍	Through	TMP001233 🔍
Letter of Credit	From	[ ] 🔍	Through	[ ] 🔍
LOC Doc ID	From	[ ] 🔍	Through	[ ] 🔍
Pretax Invoice Amt	From	[ ]	Through	[ ]
Added Within Days		[ ]		[ ]
Date Added	From	[ ] 📅	Through	[ ] 📅
User 1	From	[ ]	Through	[ ]

Save Return to Search Notify      Add Update/Display

4. The **Process Worksheet Approval** run control page displays.
5. **Business Unit: 50100**
6. **Billing Worksheet From/Billing Worksheet Through:** Enter the **Temporary Bill** number that you want to process in both fields.
7. Click the **Run** button.



Process Scheduler Request

User ID DENETTA.COLES Run Control ID Test

Server Name [dropdown] Run Date 02/23/2017 [calendar icon]

Recurrence [dropdown] Run Time 11:21:46AM [Reset to Current Date/Time]

Time Zone [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Worksheet Batch Update	BI_WRKSHTUPD	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel

8. The **Process Scheduler Request** pop-up window displays.
9. Click the **OK** button.

Favorites ▾ Main Menu ▾ > Billing ▾ > Manage Billing Worksheet ▾ > Process Worksheet Approval

### Process Worksheet Approval

Run Control ID Test      Report Manager **Process Monitor**  

Process Instance:4239149

**Approval Option**

**Group Billing Worksheets**      Select to group billing worksheets to append to existing bills that match bill-by criteria, or to create a new bill if a matching bill does not exist. If an existing bill was specified in the online update, that bill will be used regardless of your selection here.

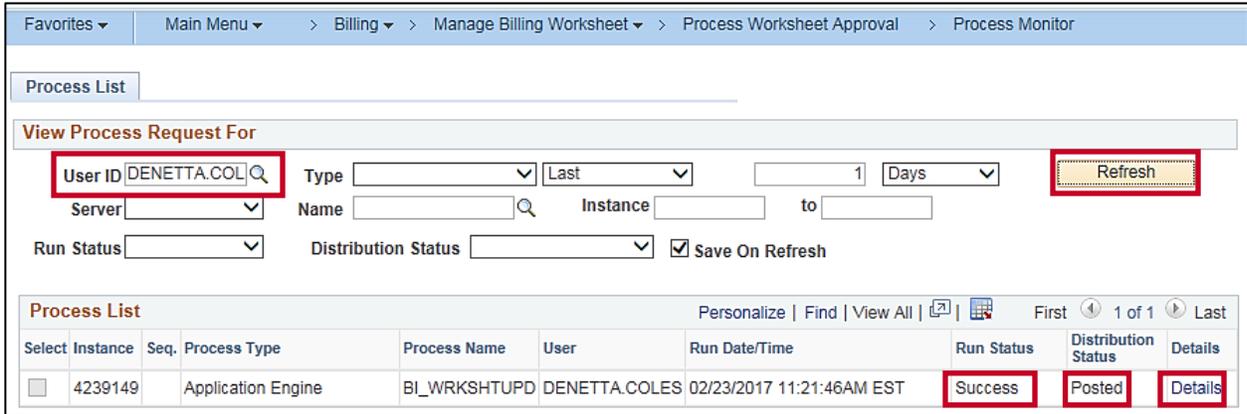
**Worksheet Selection Criteria**

\*Business Unit  

Bill To Customer	From <input type="text"/>	Through <input type="text"/>
Accounting Date	From <input type="text"/> 	Through <input type="text"/> 
Invoice Date	From <input type="text"/> 	Through <input type="text"/> 
Billing Type	From <input type="text"/>	Through <input type="text"/>
Bill Source	From <input type="text"/>	Through <input type="text"/>
Contract Type	From <input type="text"/>	Through <input type="text"/>
Contract	From <input type="text"/> 	Through <input type="text"/> 
Project	From <input type="text"/>	Through <input type="text"/>
Billing Specialist	From <input type="text"/>	Through <input type="text"/>
Billing Worksheet	From <input type="text" value="TMP001233"/> 	Through <input type="text" value="TMP001233"/> 
Letter of Credit	From <input type="text"/>	Through <input type="text"/>
LOC Doc ID	From <input type="text"/> 	Through <input type="text"/> 
Pretax Invoice Amt	From <input type="text"/>	Through <input type="text"/>
Added Within Days	<input type="text"/>	
Date Added	From <input type="text"/> 	Through <input type="text"/> 
User 1	From <input type="text"/>	Through <input type="text"/>

10. The **Process Worksheet Approval** run control page and a **Process Instance** number displays.
11. Note the **Process Instance** number.
12. Click the **Process Monitor** link.



Process List

View Process Request For

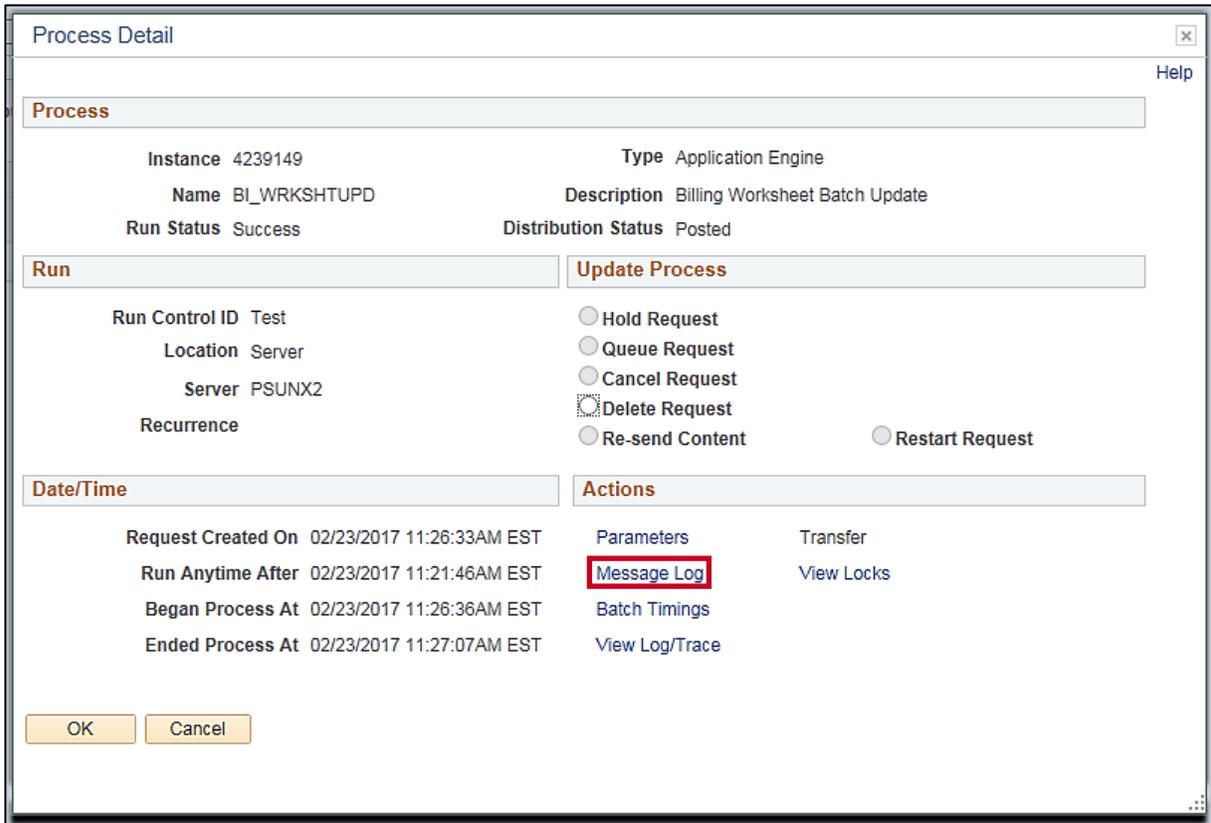
User ID  Type   Days

Server  Name  Instance  to

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4239149		Application Engine	BI_WRKSHTUPD	DENETTA.COLES	02/23/2017 11:21:46AM EST	Success	Posted	Details

13. The **Process List** page displays.
14. **User ID:** Verify your **Cardinal Login ID** displays in the field. If not, enter your **Cardinal Login ID**.
15. Click the **Refresh** button until the **Run Status** updates to **Success** and the **Distribution Status** updates to **Posted**.
16. Click the **Details** hyperlink on the line that contains your **Process Instance**.



Process Detail

Process

Instance 4239149 Type Application Engine

Name BI\_WRKSHTUPD Description Billing Worksheet Batch Update

Run Status Success Distribution Status Posted

Run

Run Control ID Test  Hold Request

Location Server  Queue Request

Server PSUNX2  Cancel Request

Recurrence  Delete Request  Re-send Content  Restart Request

Date/Time

Request Created On 02/23/2017 11:26:33AM EST

Run Anytime After 02/23/2017 11:21:46AM EST

Began Process At 02/23/2017 11:26:36AM EST

Ended Process At 02/23/2017 11:27:07AM EST

Actions

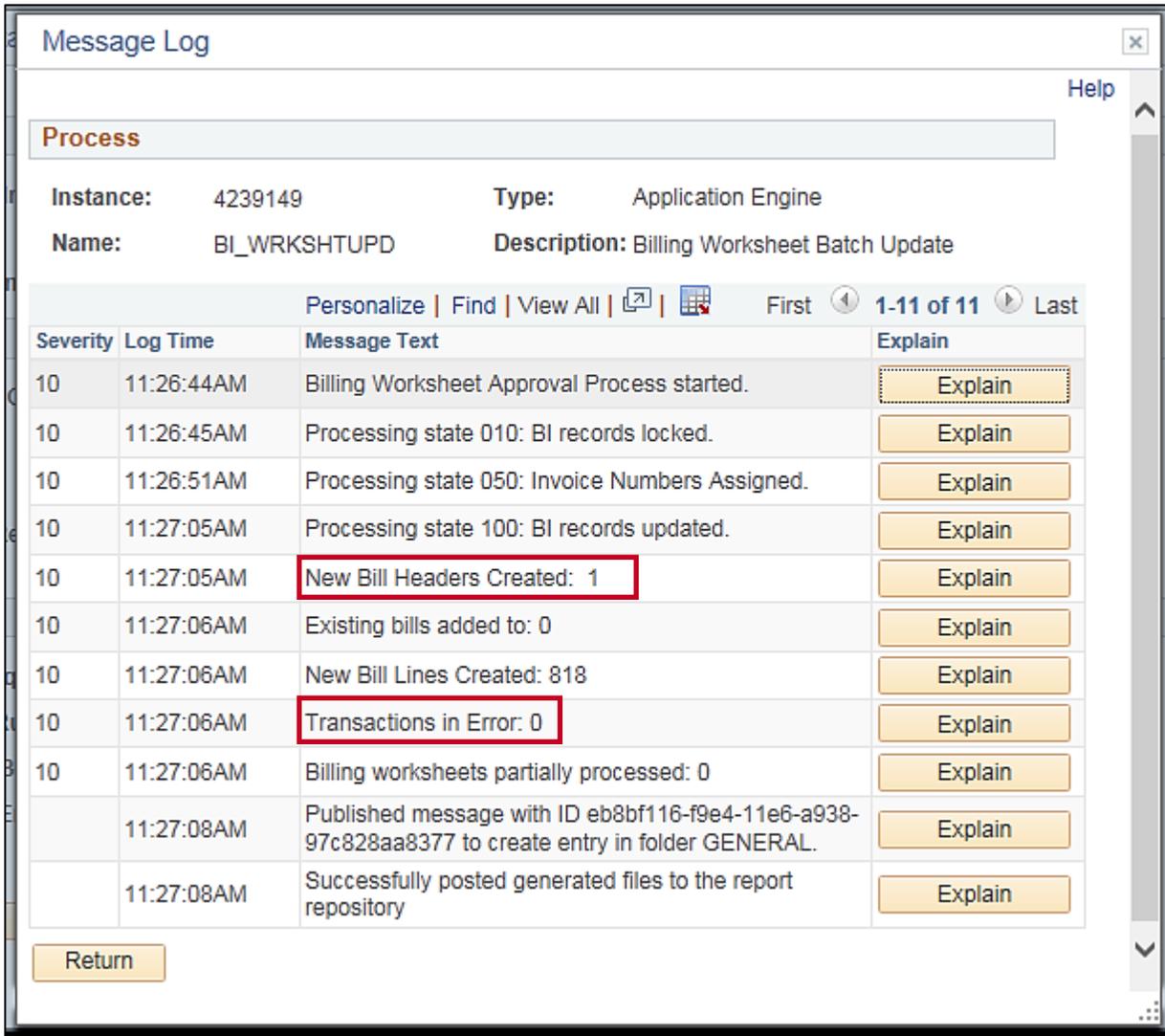
Parameters Transfer

View Locks

Batch Timings

View Log/Trace

17. The **Process Detail** pop-up window displays.
18. Click the **Message Log** link.

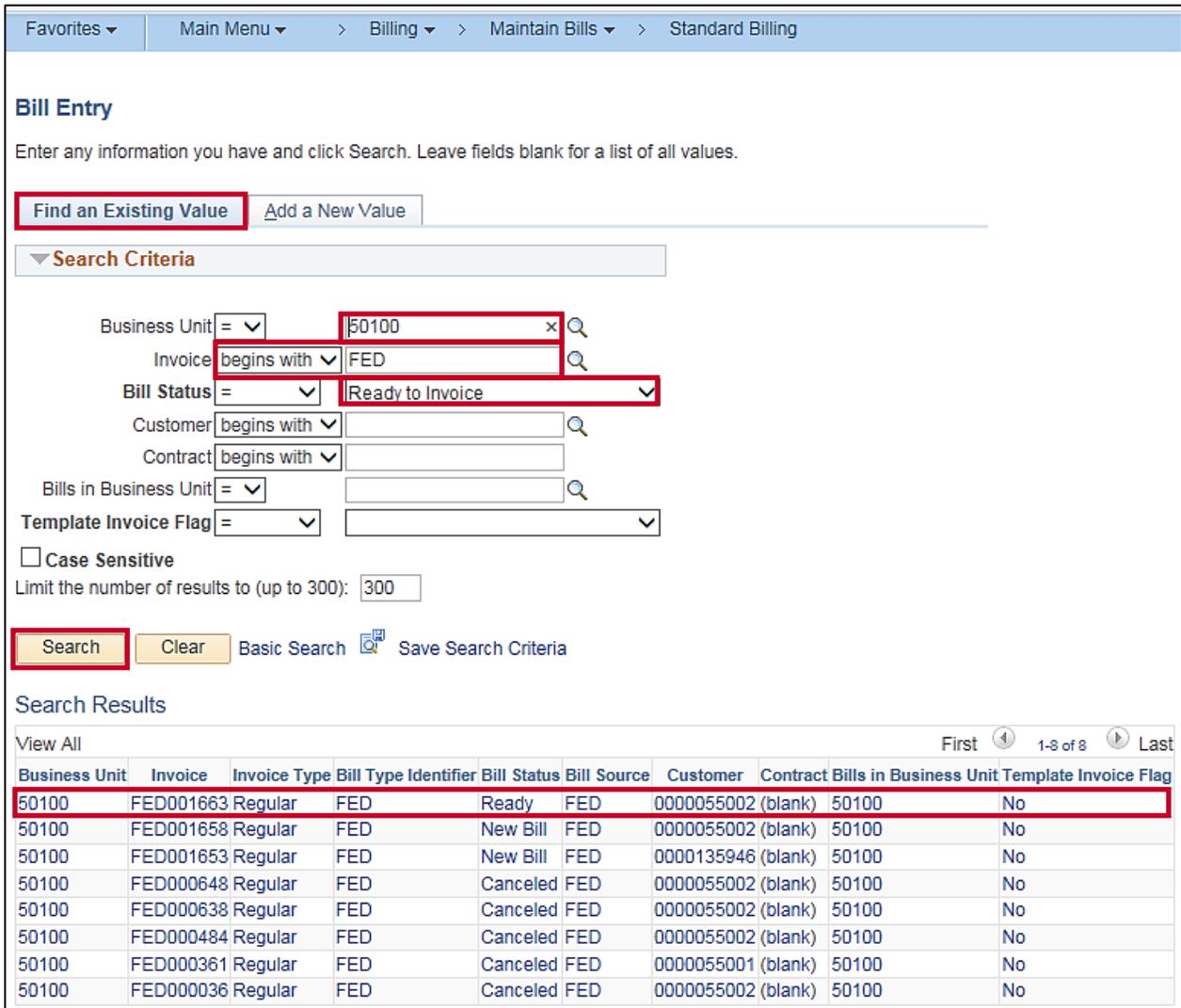


19. The **Message Log** pop-up window displays.
20. Verify that the process created one (1) **New Bill Headers Created** and there were zero (0) **Transactions in Error**.

### Verify the Bill

21. Access the **Bill Entry** page using the following path:

**Main Menu > Billing > Maintain Bills > Standard Billing**



The screenshot shows the 'Bill Entry' search interface. The breadcrumb path is 'Main Menu > Billing > Maintain Bills > Standard Billing'. The search criteria are as follows:

- Business Unit: = 50100
- Invoice: begins with FED
- Bill Status: = Ready to Invoice
- Customer: begins with
- Contract: begins with
- Bills in Business Unit: =
- Template Invoice Flag: =

Additional options include 'Case Sensitive' (unchecked) and 'Limit the number of results to (up to 300): 300'. The 'Search' button is highlighted in red.

**Search Results**

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
50100	FED001663	Regular	FED	Ready	FED	0000055002 (blank)	50100	No	
50100	FED001658	Regular	FED	New Bill	FED	0000055002 (blank)	50100	No	
50100	FED001653	Regular	FED	New Bill	FED	0000135946 (blank)	50100	No	
50100	FED000648	Regular	FED	Canceled	FED	0000055002 (blank)	50100	No	
50100	FED000638	Regular	FED	Canceled	FED	0000055002 (blank)	50100	No	
50100	FED000484	Regular	FED	Canceled	FED	0000055002 (blank)	50100	No	
50100	FED000361	Regular	FED	Canceled	FED	0000055001 (blank)	50100	No	
50100	FED000036	Regular	FED	Canceled	FED	0000055002 (blank)	50100	No	

22. Click the **Find an Existing Value** tab.

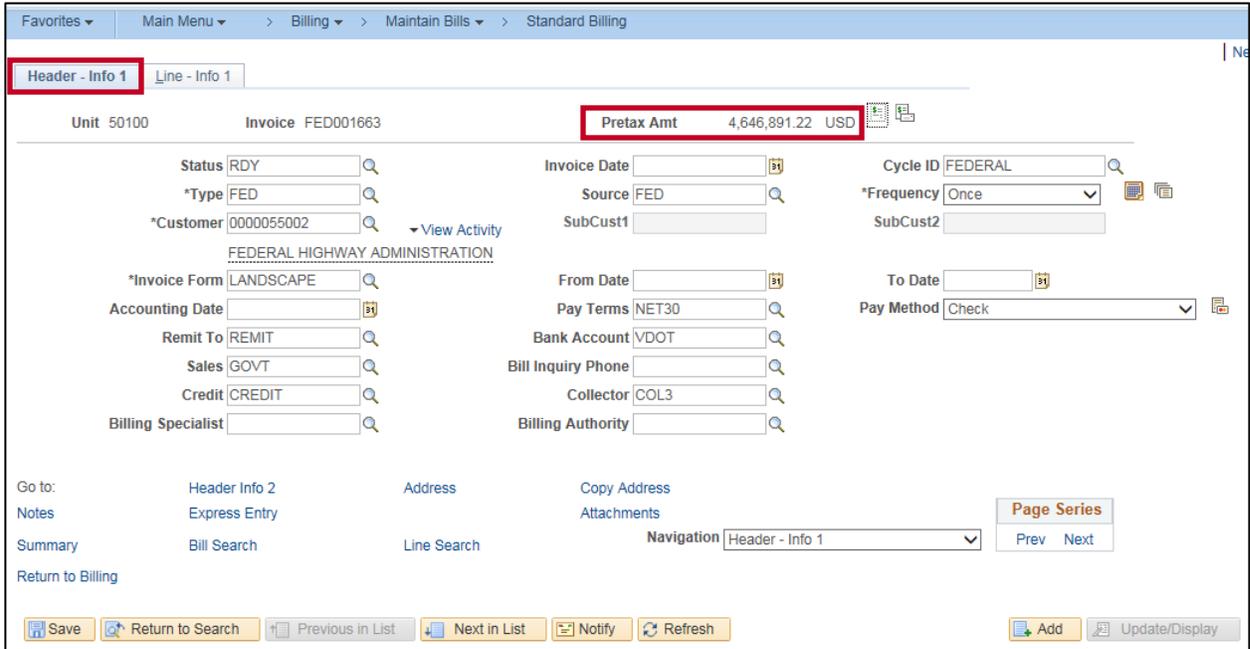
23. **Business Unit: 50100**

24. **Invoice** (update the selection drop-down to **begins with**): **FED**

25. **Bill Status: Ready to Invoice**

26. Click the **Search** button. The **Search Results** display below the search criteria.

27. Click the hyperlink for the bill you need to process.



Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

**Header - Info 1** | Line - Info 1

Unit 50100 Invoice FED001663 **Pretax Amt 4,646,891.22 USD**

Status RDY Invoice Date \_\_\_\_\_ Cycle ID FEDERAL  
 \*Type FED Source FED \*Frequency Once  
 \*Customer 0000055002 SubCust1 \_\_\_\_\_ SubCust2 \_\_\_\_\_  
 FEDERAL HIGHWAY ADMINISTRATION  
 \*Invoice Form LANDSCAPE From Date \_\_\_\_\_ To Date \_\_\_\_\_  
 Accounting Date \_\_\_\_\_ Pay Terms NET30 Pay Method Check  
 Remit To REMIT Bank Account VDOT  
 Sales GOVT Bill Inquiry Phone \_\_\_\_\_  
 Credit CREDIT Collector COL3  
 Billing Specialist \_\_\_\_\_ Billing Authority \_\_\_\_\_

Go to: Header Info 2 Address Copy Address  
 Notes Express Entry Attachments  
 Summary Bill Search Line Search Navigation Header - Info 1  
 Return to Billing

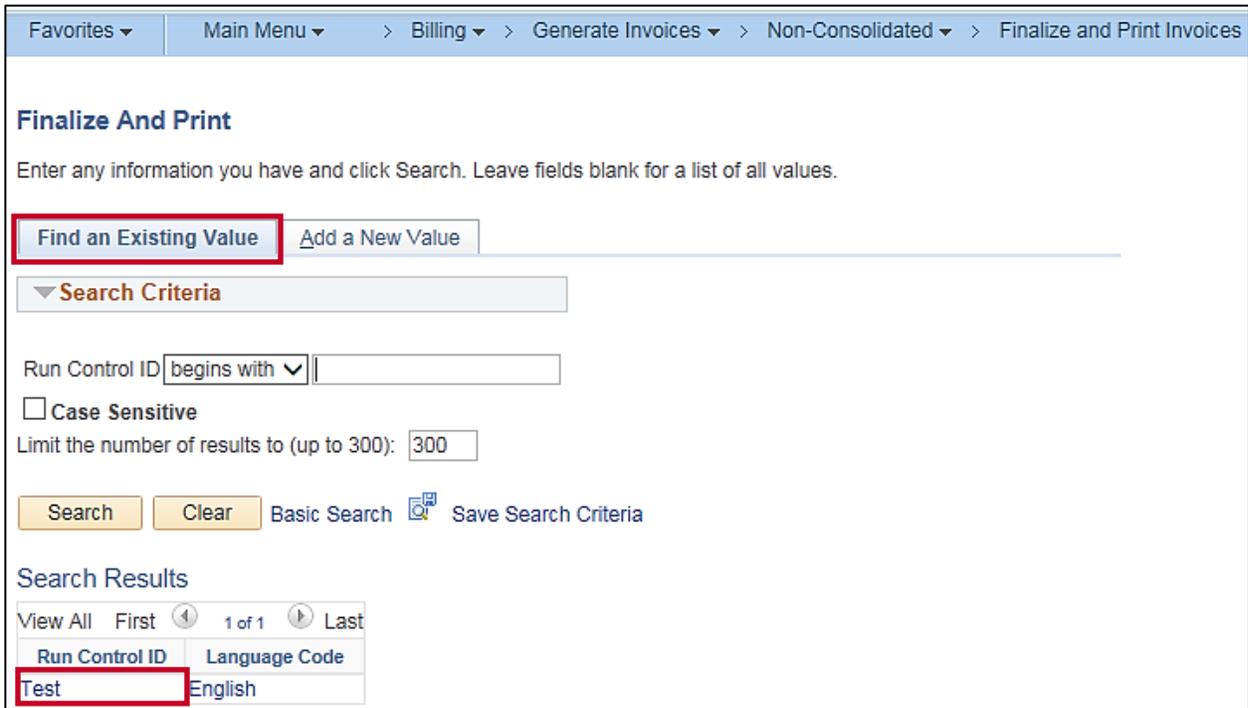
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

28. The **Standard Billing** page, **Header - Info 1** tab displays.
29. Verify the bill amount in the **Pretax Amt** field to ensure this invoice is the one created from processing the **Billing Worksheet**.

**Finalize and Print the Bill**

1. Access the **Finalize and Print Invoices** page using the following path:

**Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices**



**Finalize And Print**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

▼ **Search Criteria**

Run Control ID begins with

**Case Sensitive**

Limit the number of results to (up to 300):

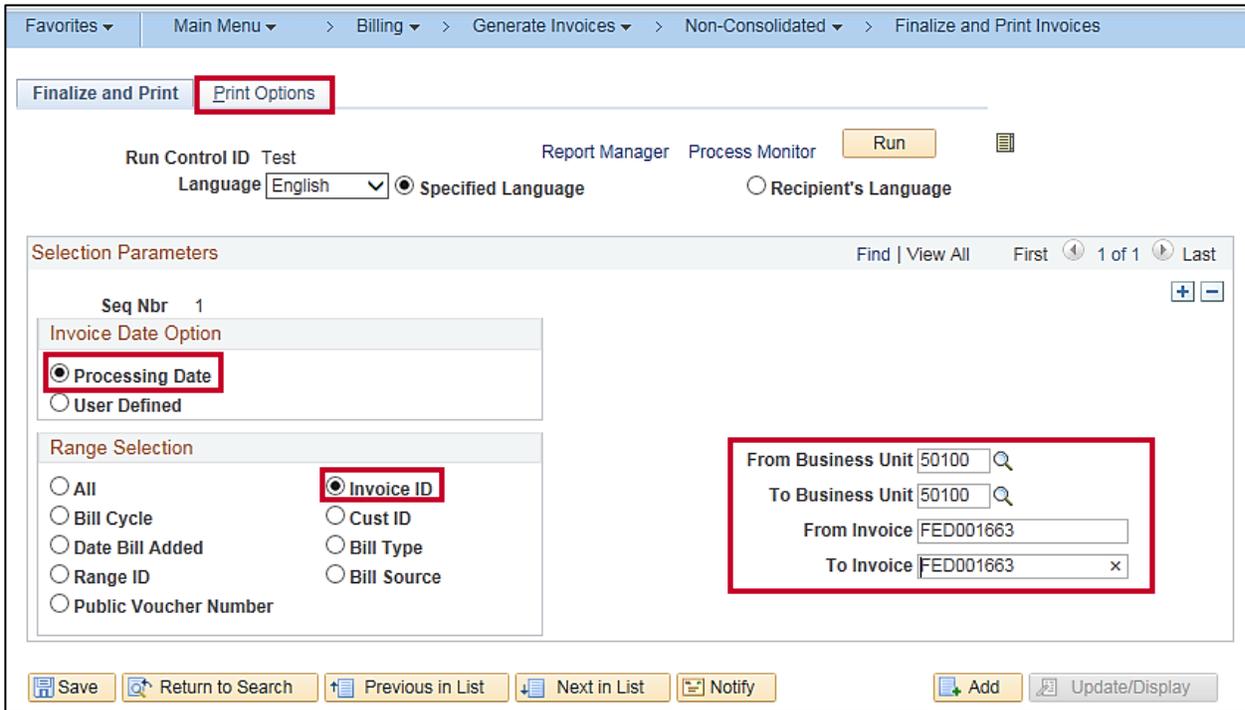
**Search** **Clear** **Basic Search** **Save Search Criteria**

**Search Results**

View All First 1 of 1 Last

Run Control ID	Language Code
Test	English

2. Click the **Search** button to display any existing run controls. If you do not have a run control, click the **Add a New Value** tab to create one.
3. Click the appropriate **Run Control ID** hyperlink.



Finalize and Print **Print Options**

Run Control ID Test Report Manager Process Monitor **Run**

Language English  Specified Language  Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

Processing Date  User Defined

Range Selection

All  Invoice ID  Cust ID

Bill Cycle  Bill Type

Date Bill Added  Bill Source

Range ID

Public Voucher Number

From Business Unit 50100

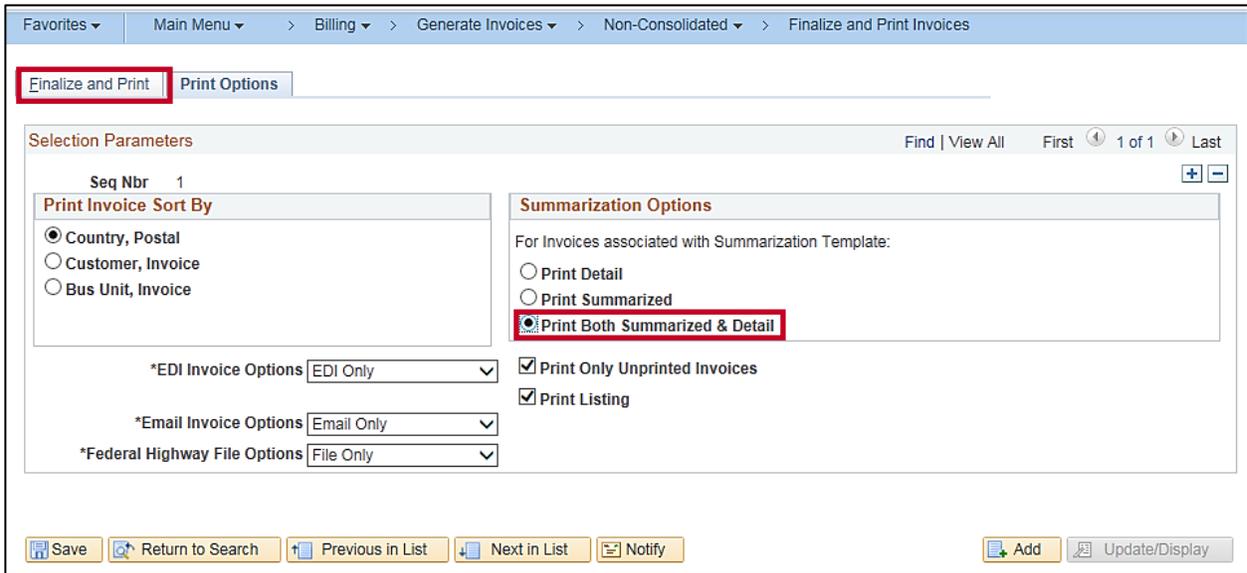
To Business Unit 50100

From Invoice FED001663

To Invoice FED001663

Save Return to Search Previous in List Next in List Notify Add Update/Display

4. The **Finalize and Print Invoices** run control page displays.
5. **Invoice Date Option** section: Verify the **Processing Date** radio button is selected.
6. **Range Selection** section: Verify the **Invoice ID** radio button is selected.
7. **From Business Unit: 50100**
8. **To Business Unit: 50100**
9. **From Invoice:** Enter the number of the invoice you are processing.
10. **To Invoice:** Enter the number of the invoice you are processing.
11. Click the **Print Options** tab.



Finalize and Print | Print Options

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

**Print Invoice Sort By**

Country, Postal  
 Customer, Invoice  
 Bus Unit, Invoice

**Summarization Options**

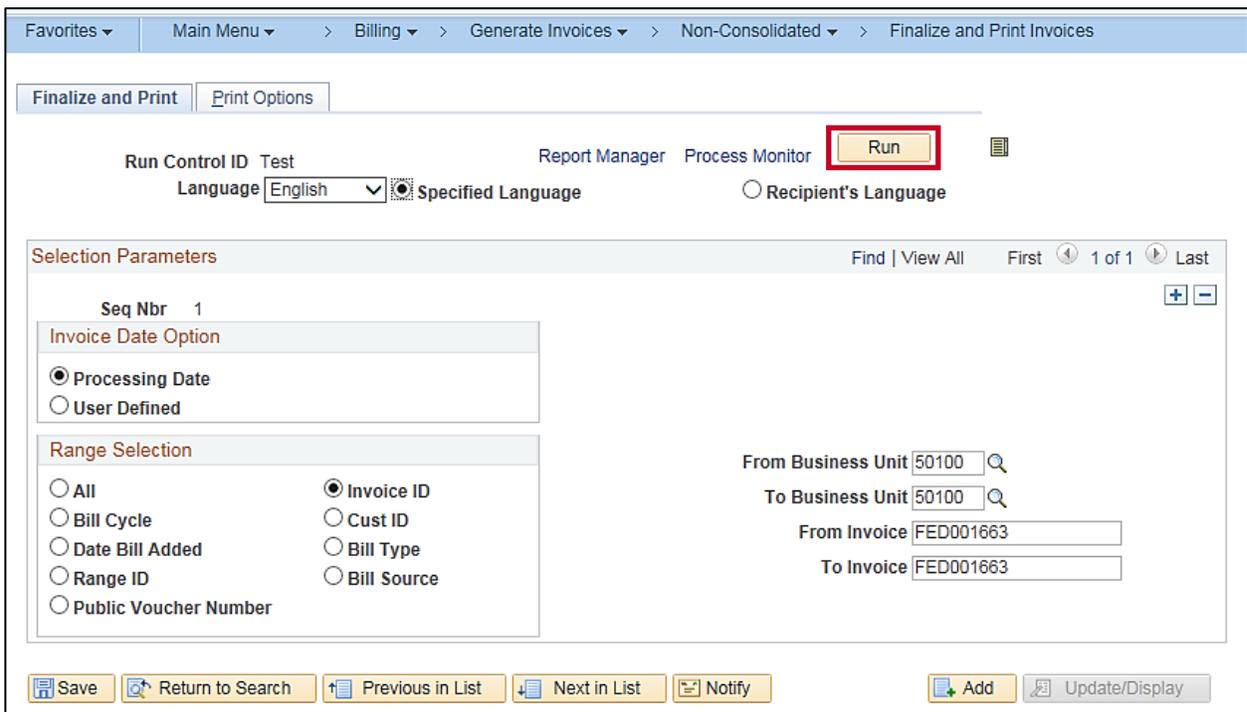
For Invoices associated with Summarization Template:

Print Detail  
 Print Summarized  
 **Print Both Summarized & Detail**

\*EDI Invoice Options EDI Only  Print Only Unprinted Invoices  
 \*Email Invoice Options Email Only  Print Listing  
 \*Federal Highway File Options File Only

Save Return to Search Previous in List Next in List Notify Add Update/Display

12. **Summarization Options section:**
13. Verify the **Print Both Summarized & Detail** radio button is selected.
14. Click the **Finalize and Print** tab.



Finalize and Print | Print Options

Run Control ID Test Report Manager Process Monitor **Run**

Language English Specified Language Recipient's Language

Selection Parameters Find | View All First 1 of 1 Last

Seq Nbr 1

**Invoice Date Option**

Processing Date  
 User Defined

**Range Selection**

All  Invoice ID  
 Bill Cycle  Cust ID  
 Date Bill Added  Bill Type  
 Range ID  Bill Source  
 Public Voucher Number

From Business Unit 50100  
 To Business Unit 50100  
 From Invoice FED001663  
 To Invoice FED001663

Save Return to Search Previous in List Next in List Notify Add Update/Display

15. Click the **Run** button.

Process Scheduler Request
NEW

[Help](#)

User ID PPS\_MARCY.JONES
Run Control ID Test

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Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

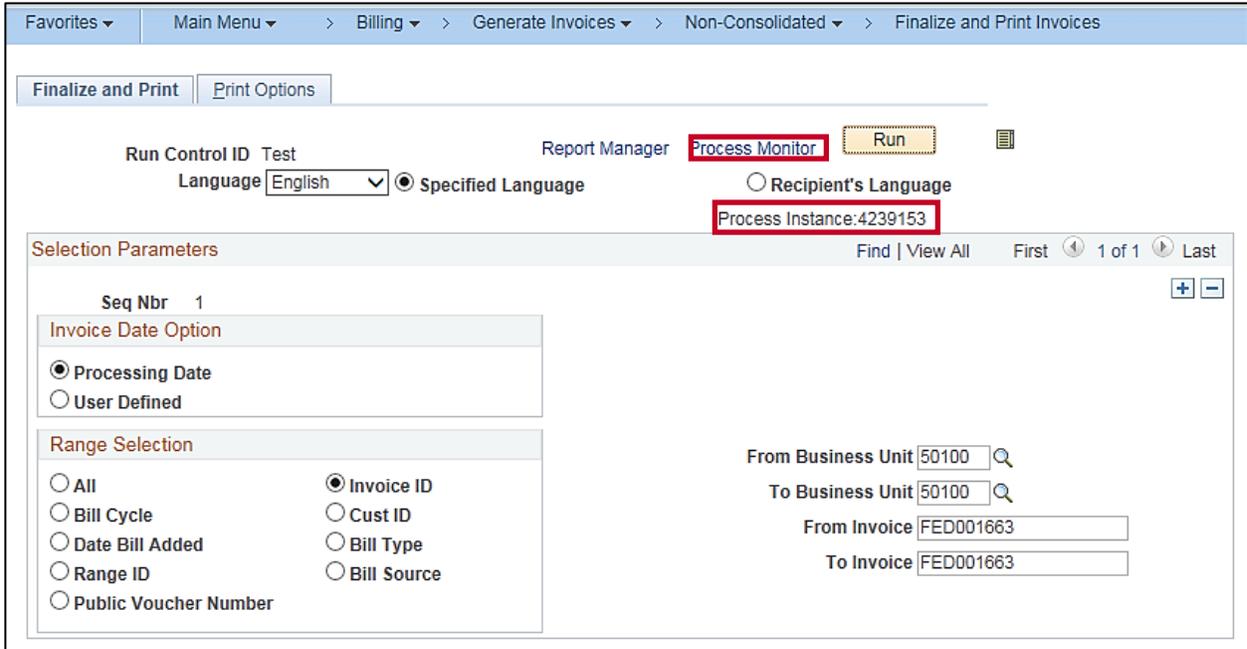
**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Finalize and Print	BIJOB01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Portrait Invoice w/SQR	BIPJ11	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution

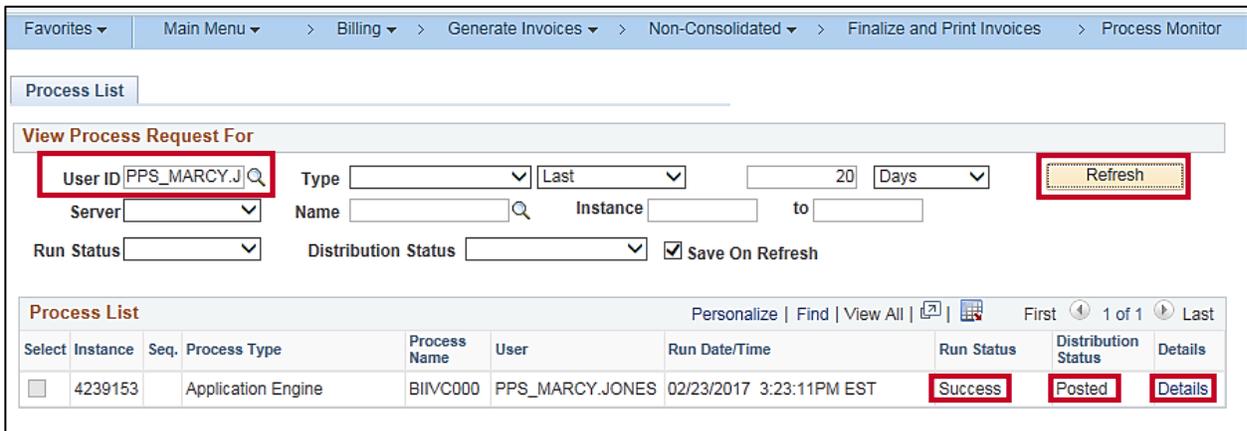
OK

Cancel

16. The **Process Scheduler Request** pop-up window displays.
17. Click the **Pre-process & Finalization** check box.
18. Click the **OK** button.

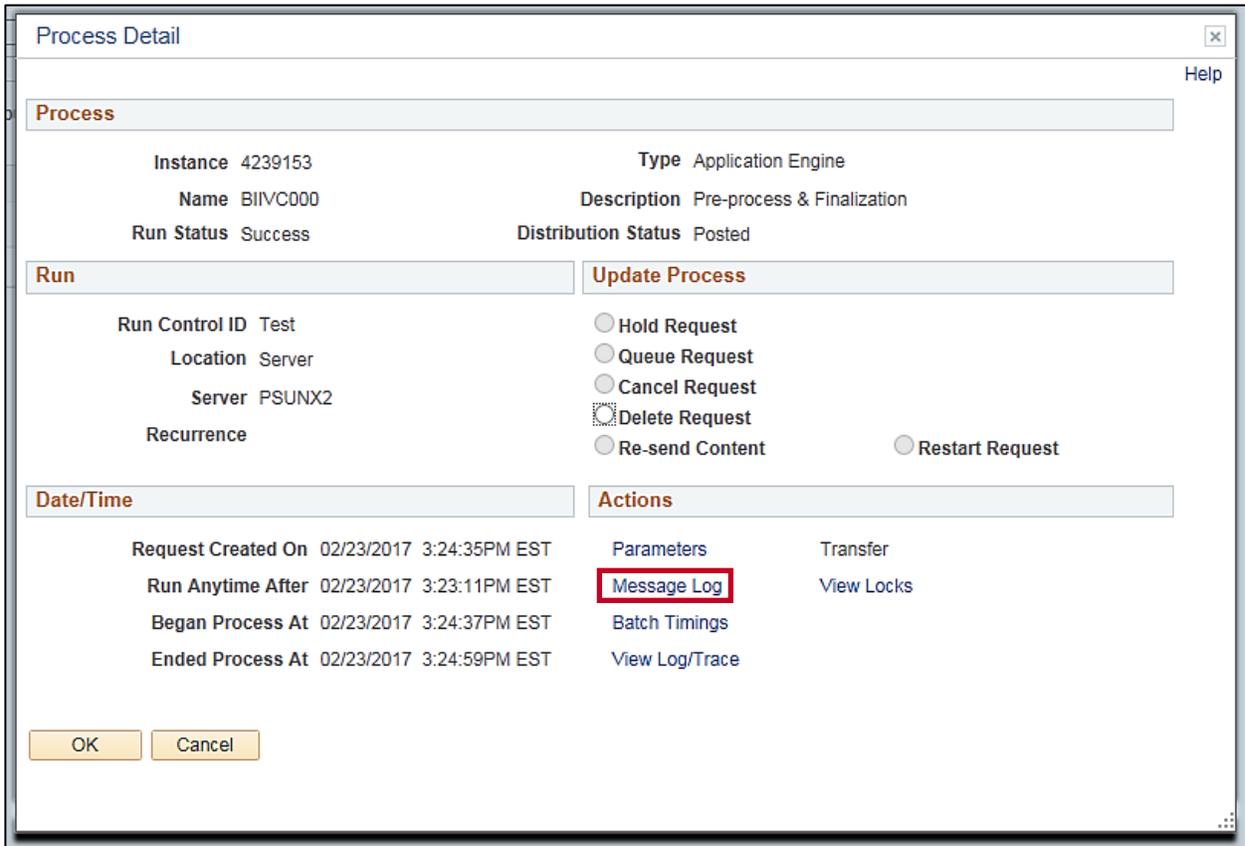


19. The **Finalize and Print Invoices** run control page and a **Process Instance** number displays.
20. Note the **Process Instance** number.
21. Click the **Process Monitor** hyperlink.

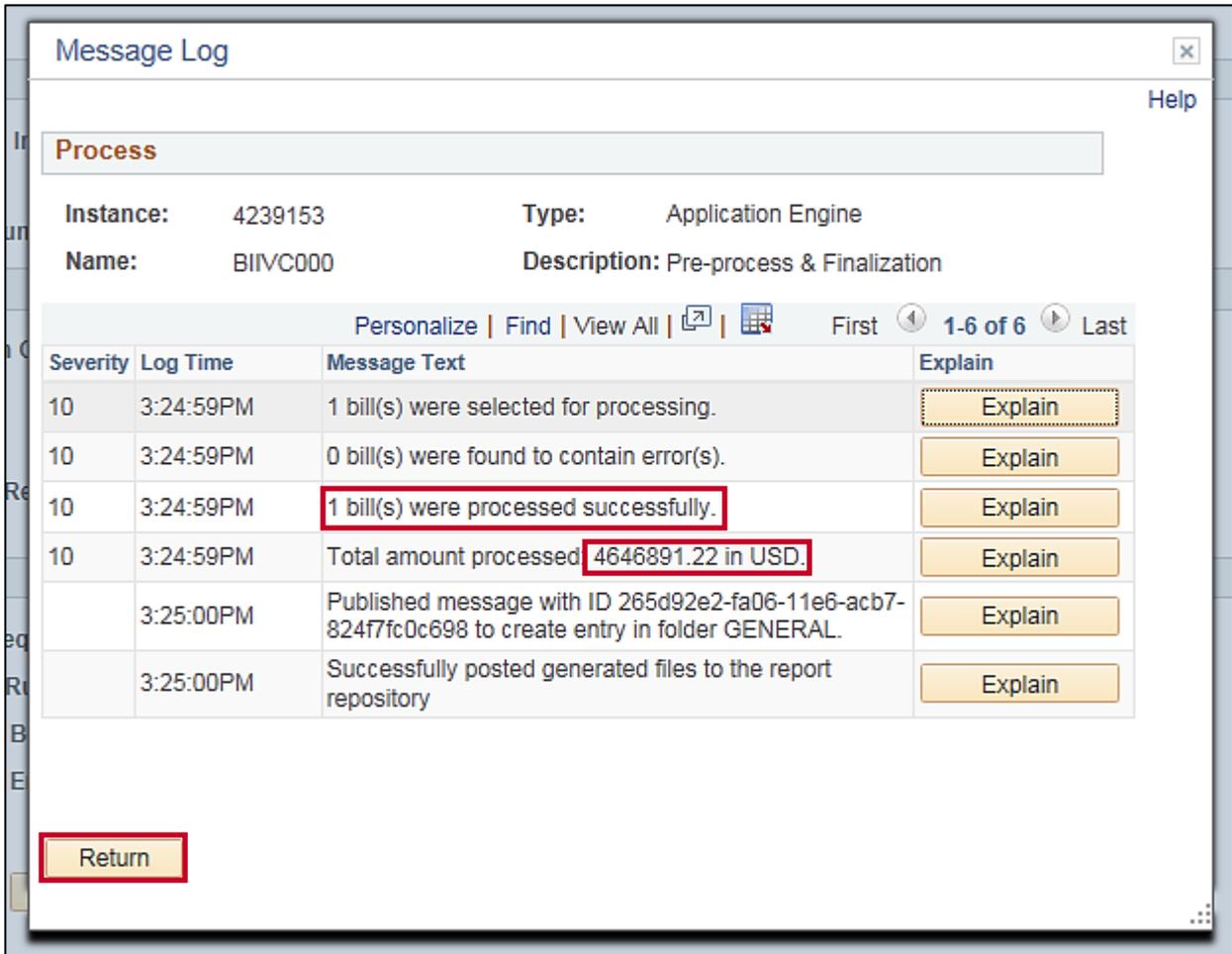


Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4239153		Application Engine	BIIVC000	PPS_MARCY.JONES	02/23/2017 3:23:11PM EST	Success	Posted	Details

22. The **Process List** page displays.
23. **User ID:** Verify your **Cardinal Login ID** displays in the field. If not, enter your **Cardinal Login ID**.
24. Click the **Refresh** button until the **Run Status** updates to **Success** and the **Distribution Status** updates to **Posted**.
25. Click the **Details** hyperlink on the line that contains your **Process Instance**.



26. The **Process Detail** pop-up window displays.
27. Click the **Message Log** hyperlink.

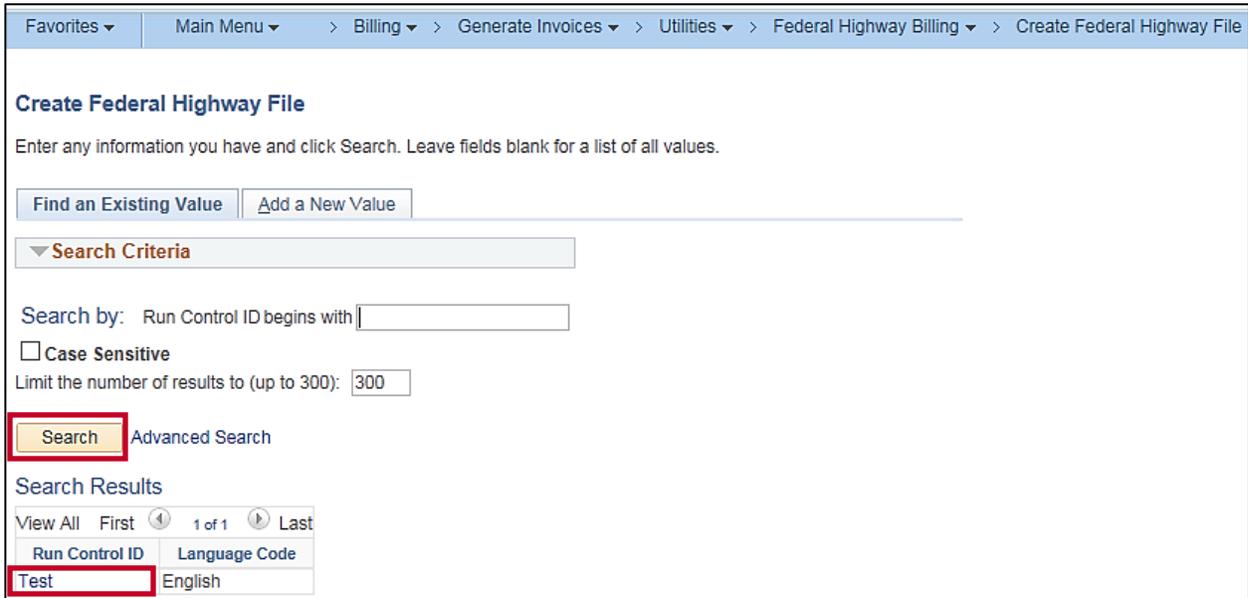


28. The **Message Log** pop-up window displays.
29. Verify your bill was processed successfully and that the **Total amount processed** matches your invoice total.
30. Click the **Return** button. The **Process Detail** pop-up displays.
31. Click the **OK** button. The **Process Monitor** page is displayed.

## Create Federal Highway File

1. Access the **Create Federal Highway File** page using the following path:

**Main Menu > Billing > Generate Invoices > Utilities > Federal Highway Billing > Create Federal Highway File**



**Create Federal Highway File**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

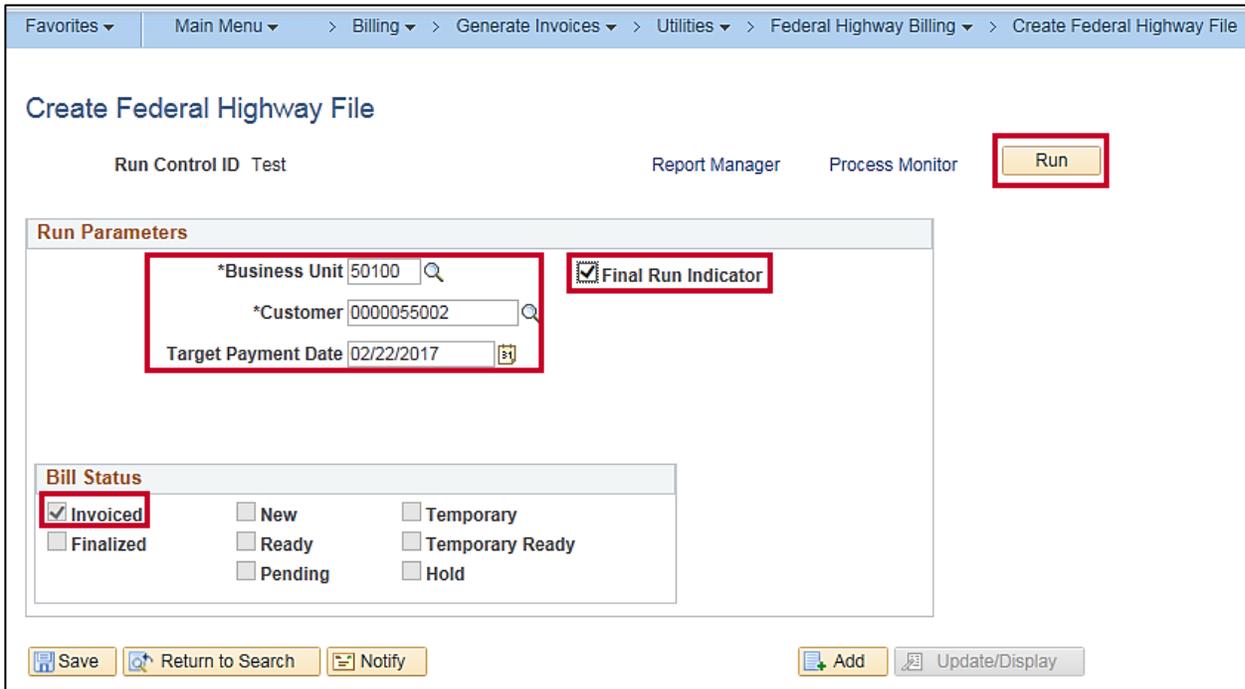
[Search](#) [Advanced Search](#)

**Search Results**

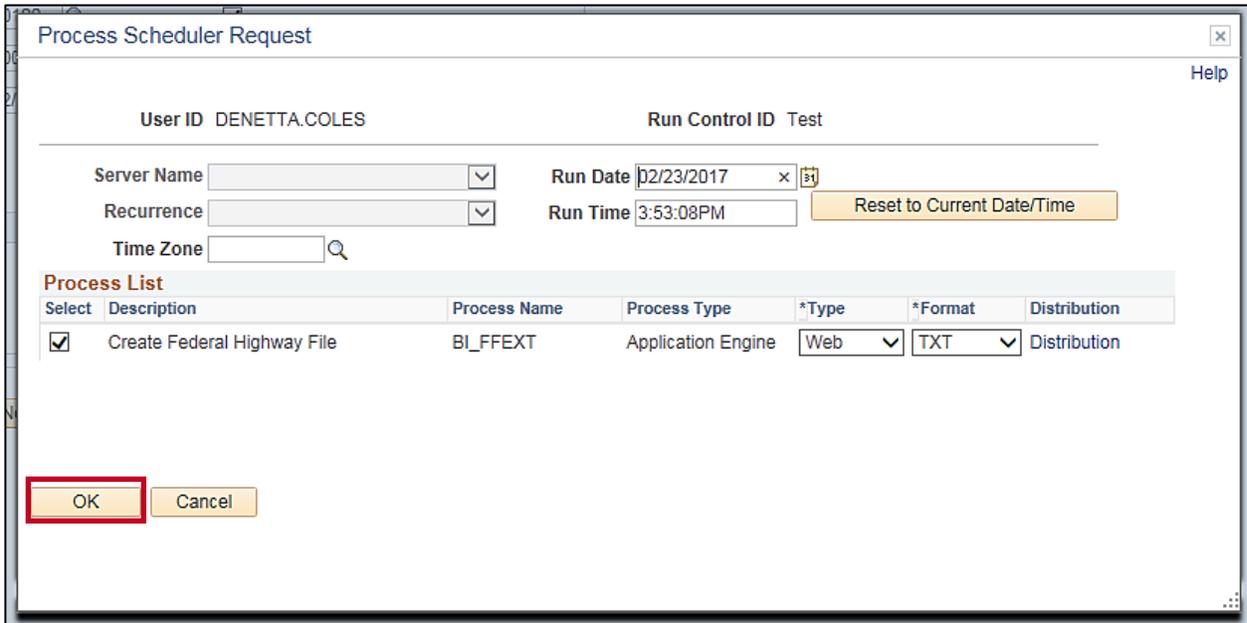
View All First 1 of 1 Last

Run Control ID	Language Code
Test	English

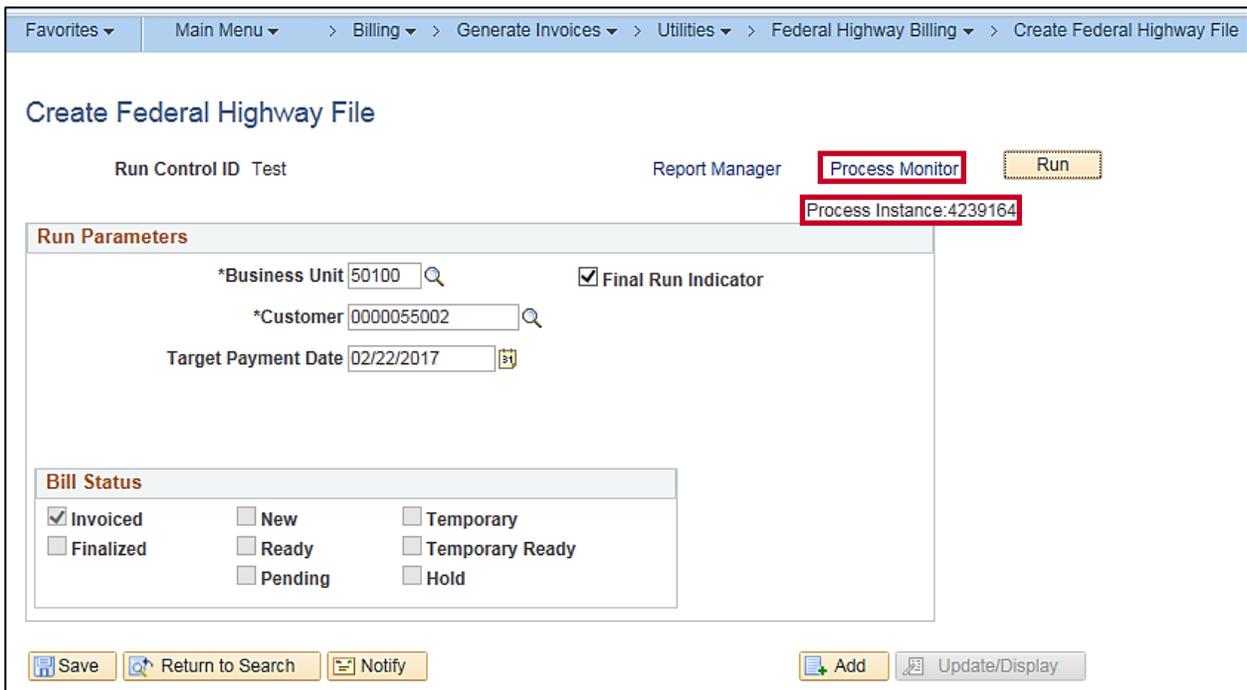
2. Click the **Search** button to display any existing run controls. If you do not have a run control, click the **Add a New Value** tab to create one.
3. Click the **Run Control ID** hyperlink.



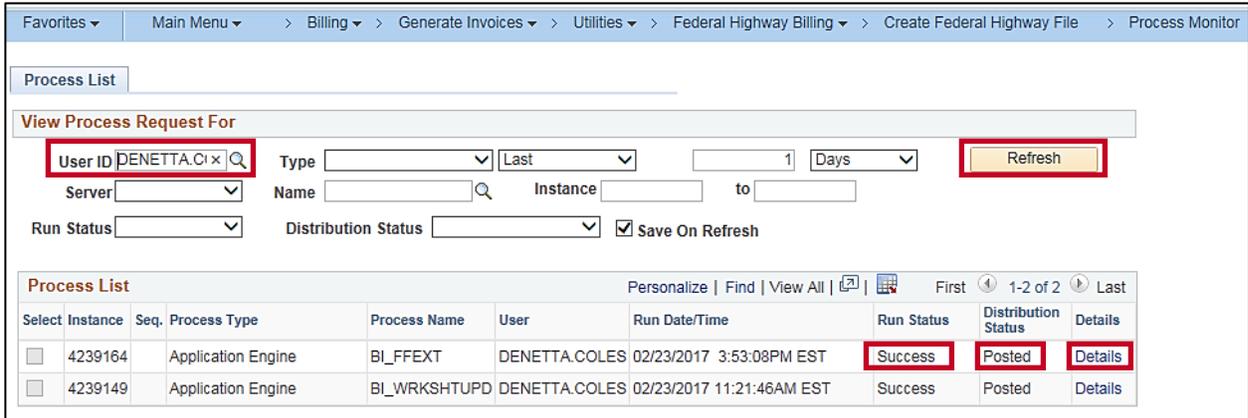
4. The **Create Federal Highway File** run control page displays.
  5. **Business Unit: 50100**
  6. **Customer: 0000055002**
  7. **Target Payment Date:** Enter your target payment date.
  8. Click the **Final Run Indicator** checkbox. All fields in the **Bill Status** section are grayed out and the **Invoiced** check box is selected.
- Note:** If you are processing a test run of a **Temporary Bill** (unapproved billing worksheet) or test run of a billing adjustment, see the [Create Federal Highway File – Test Run Parameters](#) section of this job aid for screenshots of the run control parameters. All other steps are the same.
9. Click the **Run** button.



10. The **Process Scheduler Request** pop-up window displays.
11. Click the **OK** button.



12. The **Create Federal Highway File Run Control** page and a **Process Instance** number displays.
13. Note the **Process Instance** number. Click the **Process Monitor** hyperlink.



Process List

View Process Request For

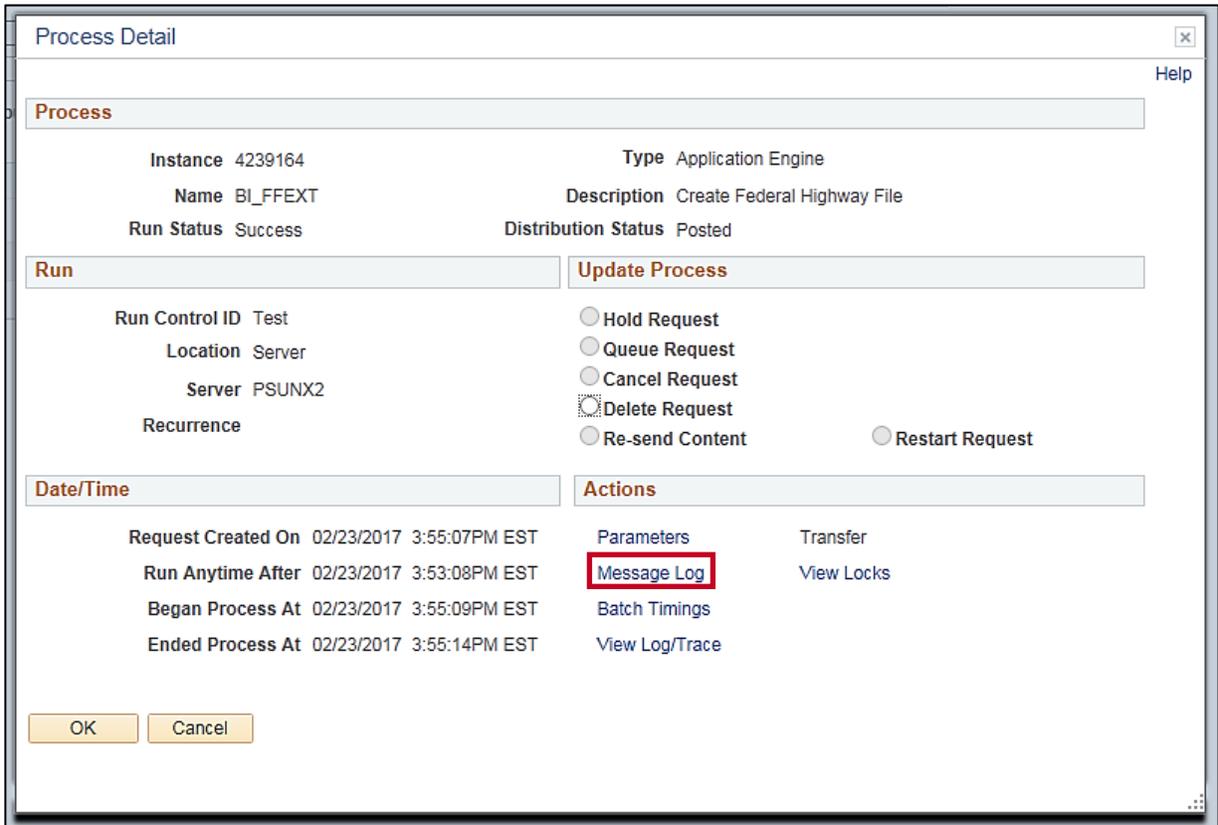
User ID  Type  1 Days

Server  Name  Instance  to

Run Status  Distribution Status   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4239164		Application Engine	BI_FFEXT	DENETTA.COLES	02/23/2017 3:53:08PM EST	Success	Posted	Details
<input type="checkbox"/>	4239149		Application Engine	BI_WRKSHTUPD	DENETTA.COLES	02/23/2017 11:21:46AM EST	Success	Posted	Details

14. The **Process List** page displays.
15. **User ID:** Verify your **Cardinal Login ID** displays in the field. If not, enter your **Cardinal Login ID**.
16. Click the **Refresh** button until the **Run Status** updates to **Success** and the **Distribution Status** updates to **Posted**.
17. Click the **Details** hyperlink on the line that contains your **Process Instance**.



Process Detail

Process

Instance 4239164 Type Application Engine

Name BI\_FFEXT Description Create Federal Highway File

Run Status Success Distribution Status Posted

Run

Run Control ID Test

Location Server

Server PSUNX2

Recurrence

Update Process

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  Restart Request

Date/Time

Request Created On 02/23/2017 3:55:07PM EST

Run Anytime After 02/23/2017 3:53:08PM EST

Began Process At 02/23/2017 3:55:09PM EST

Ended Process At 02/23/2017 3:55:14PM EST

Actions

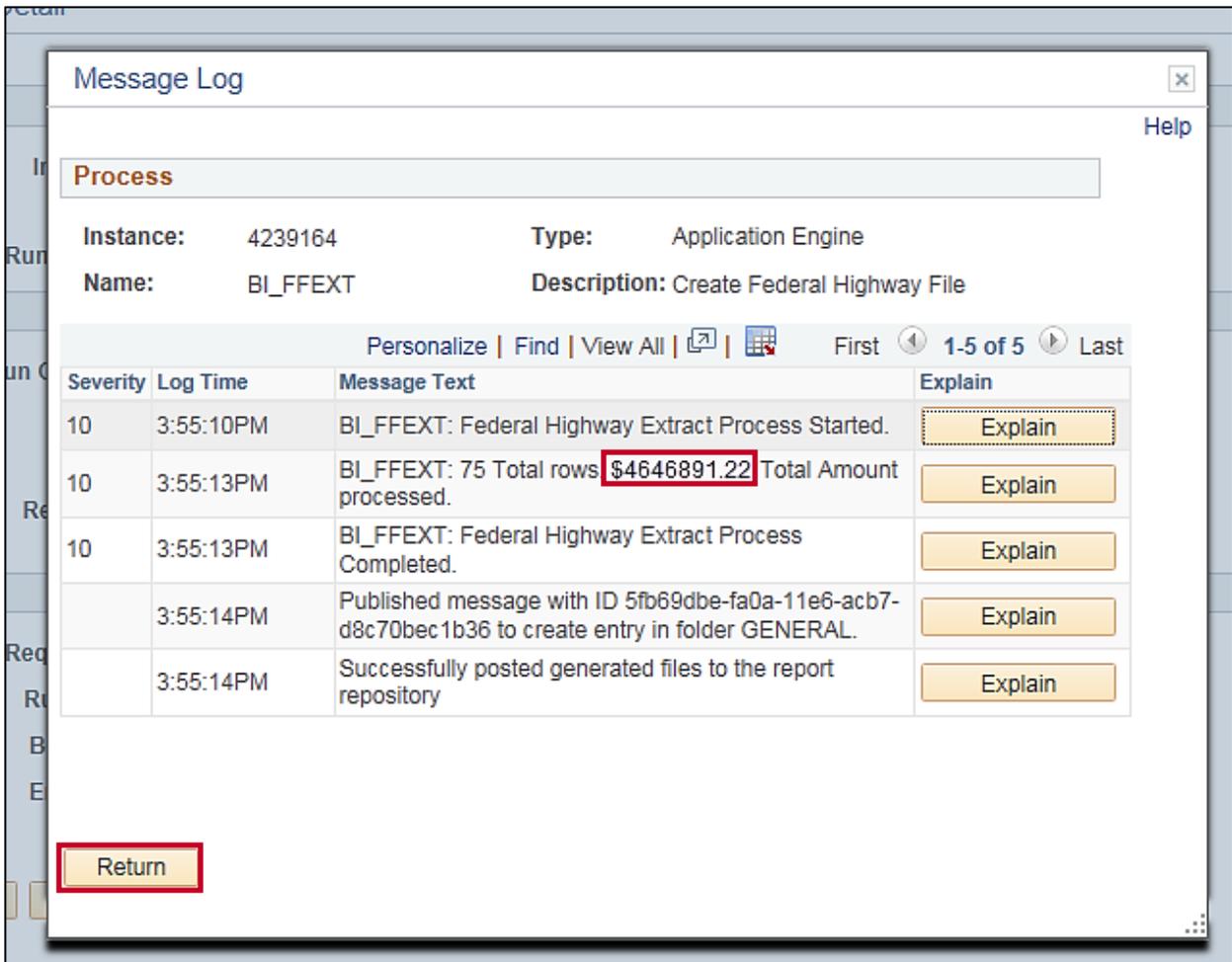
Parameters Transfer

View Locks

Batch Timings

View Log/Trace

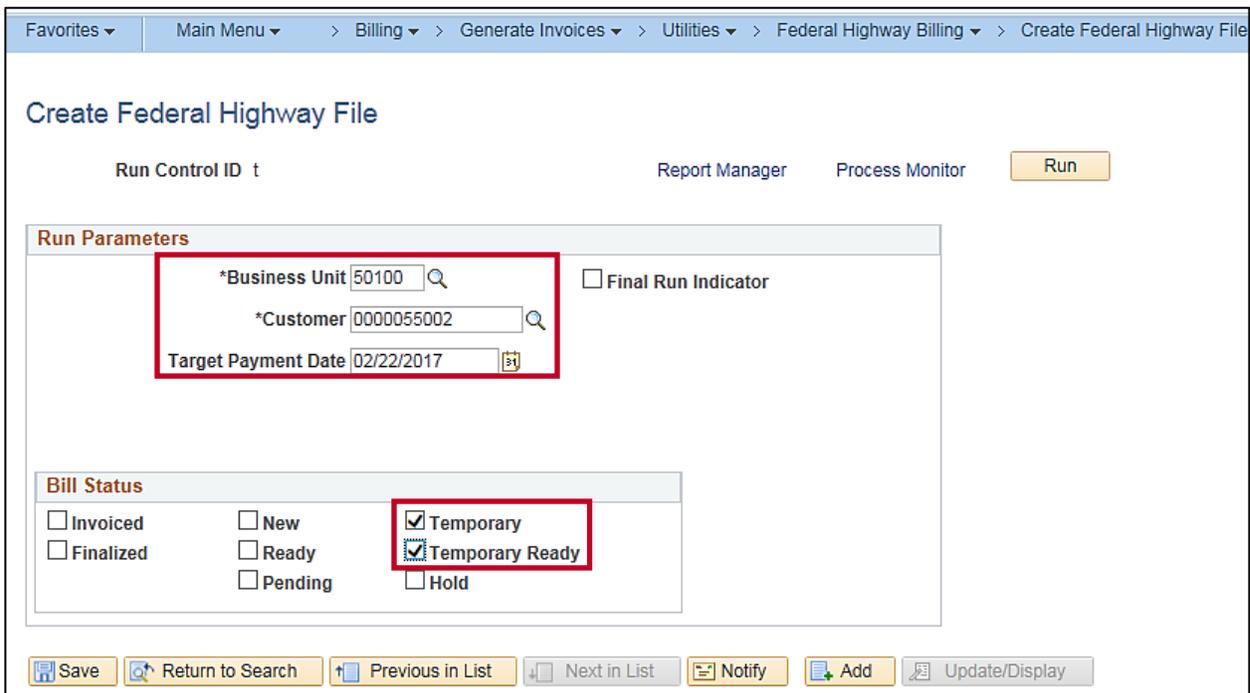
18. The **Process Detail** pop-up window displays.
19. Click the **Message Log** hyperlink.



20. The **Message Log** pop-up window displays.
21. Verify the **Total Amount processed** to ensure it matches your invoice amount.
22. Click the **Return** button. The **Process Detail** pop-up displays.
23. Click the **OK** button. The **Process Monitor** page is displayed.

**Create Federal Highway File – Test Run Parameters**

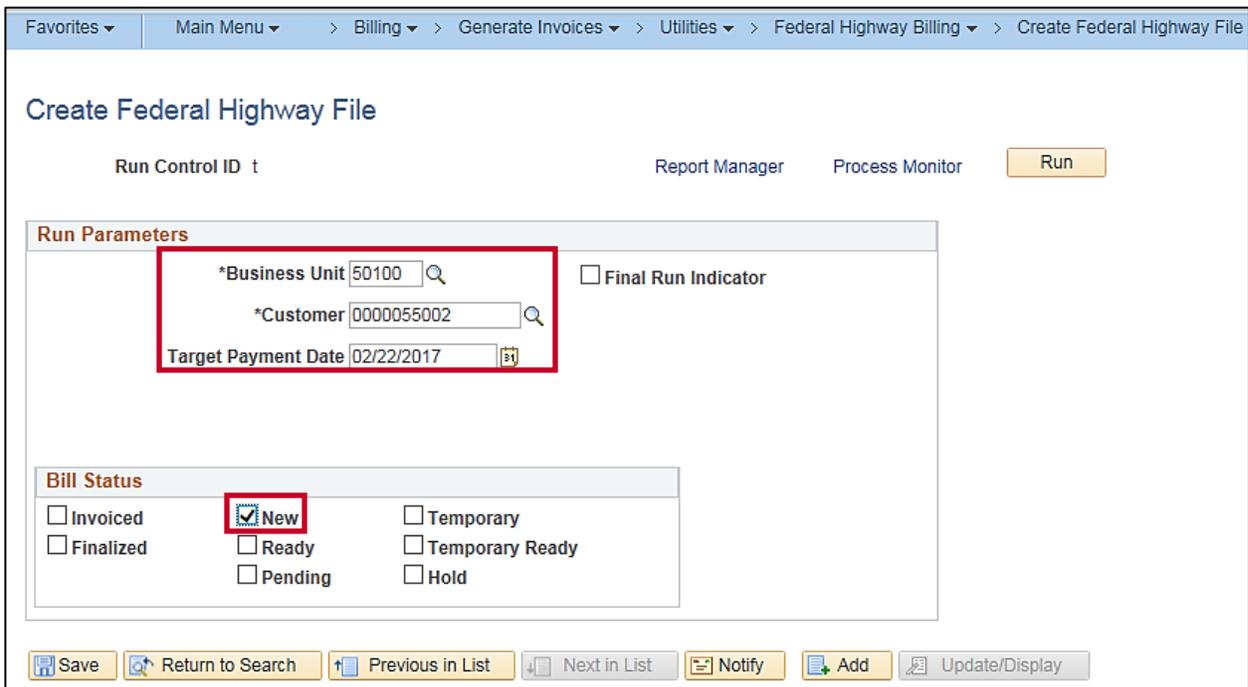
If you are processing a test run of a **Temporary Bill** (i.e., unapproved **Billing Worksheet**) or test run of a **Billing Adjustment**, use the run control parameters displayed below. All other steps are the same as noted in the previous section of this job aid.

**Test Run of a Temporary Bill (Unapproved Billing Worksheet)**

Use these parameters on the **Create Federal Highway File** run control page when you need to do a test run of a **Temporary Bill** (i.e., unapproved **Billing Worksheet**).

1. **Run Parameters** section:
  - a. **Business Unit: 50100**
  - b. **Customer: 0000055002**
  - c. **Target Payment Date:** Enter you targeted payment date.
  - d. In the **Bill Status** section:
    - i. **Temporary: Checked**
    - ii. **Temporary Ready: Checked**

### Test Run of Billing Adjustment



Run Control ID t Report Manager Process Monitor Run

**Run Parameters**

\*Business Unit: 50100  
\*Customer: 0000055002  
Target Payment Date: 02/22/2017

Final Run Indicator

**Bill Status**

Invoiced  New  Temporary  
 Finalized  Ready  Temporary Ready  
 Pending  Hold

Save Return to Search Previous in List Next in List Notify Add Update/Display

Use these parameters on the **Create Federal Highway File** run control page when you are doing a test run of **Billing Adjustment**.

**2. Run Parameters** section:

- a. **Business Unit: 50100**
- b. **Customer: 0000055002**
- c. **Target Payment Date:** Enter your targeted payment date.
- d. In the **Bill Status** section, **New: Checked**